

VA BENEFIT CHECKLIST

Last _____ First: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Phone _____

Student ID#: _____ SSN: _____

VA File#: _____ Major/Program: _____

Email: _____ Semester: _____ Date: _____

Benefit

- | | |
|---|--|
| <input type="checkbox"/> Chapter 33 (Post 911) Active Duty/Veteran | <input type="checkbox"/> Chapter 35 (Spouse/Dependent) |
| <input type="checkbox"/> Chapter 33 (Post 911) Transferred Benefits | <input type="checkbox"/> Chapter 30 (MGIB) |
| <input type="checkbox"/> Chapter 33 (Post 911) Fry Scholarship | <input type="checkbox"/> Chapter 1606 (Res. Guard) |
| <input type="checkbox"/> Chapter 31 (Voc. Rehab.) | <input type="checkbox"/> Tuition Assistance/TA |

Service Branch

- Army Navy Air Force Marine Coast Guard Reservist
 Guard

Current Status/Position

Active Duty: ____ Yes ____ No

Veteran: ____ Yes ____ No

Reservist: ____ Yes ____ No

Guardsmen: ____ Yes ____ No

Spouse: ____ Yes ____ No

Dependent/ Child: ____ Yes ____ No

Courses must be required per the appropriate program/major and could not have been previously completed with a passing grade at ACC or any other college. All course substitutions must be properly documented on an approved Course Substitution Form. Developmental courses must be required per Placement Test results. The VA and Financial Aid will only cover classes that are a part of your major. The student is financially responsible for the tuition/fees as well as the repayment of VA education benefits received for any course(s) taken which do not meet the aforementioned criteria.

Student Initial _____.

Except for Chapter 31 (Voc. Rehab), VA students can round out a schedule with non-required courses to bring his/her course load up to a full-time schedule in his/her last term. This allows students to receive full-time benefits, even though less credits are required to complete the program.

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1. APPLY TO ALAMANCE COMMUNITY COLLEGE

- A. Go to www.ncresidency.org and obtain a residency determination. Use login and password created to completed the admission application below.
- B. Complete admission application: www.alamancecc.edu/admissions.
- C. Order High School transcript. This will be waived if you have received an Associate's Degree or higher. If already submitted, please provide estimated date _____.
- D. Order College transcripts. Transcripts much be sealed (unopened) to be considered official. Transcripts may be dropped off at the Admission's desk, Gee Building. Mailed transcripts should be sent to Alamance Community College, 1247 Jimmie Kerr Rd. Graham, NC 27253-8000. Electronic transcripts must be emailed to admissions-records@alamancecc.edu. The VA requires transcripts from every post-secondary school attended. **ACC will not submit your certification if you have not submitted all transcripts.** Student signature required as confirmation of this notification_____.
- E. Provide copy of DD-214.
- F. Once provisionally accepted, set up your school Email Account & Moodle. You will receive instructions in the mail. (*Instructions also included in folder.*)

2. VA BENEFITS

- A. If you have never applied for VA educational benefits, complete the VA Benefits application at <https://www.va.gov/education/how-to-apply/>. Please provide a copy of your eligibility letter to VA coordinator. Please have your DD-214 ready to help answer questions. **Please note, it may take up to 60 days (6-8 Weeks) for the VA to process and/or approve a new application.** **What documents and information do I need to apply?**

Social Security number

Bank account direct deposit information (Routing & account number)

Education and military history

Basic information about the school or training facility you want to attend or are attending now.

**Alamance Community College 1247 JIMMIE KERR RD. • GRAHAM, NC
P.O. BOX 8000 • GRAHAM NC, 27253-8000**

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- B. If you have already applied and have a copy of your certificate of eligibility (COE), please contact, Feleta Morton at feleta.morton@alamancecc.edu , or 336-506-4398.
- C. If you have used your education benefits at another school, you will need to complete the change of school form (VA form 22-1995 for Post 911/Chapter 33 & VA form 22-5495 for Spouses & Dependents). The form may be completed online under your E-benefits sign-on or in paper form by making an appointment with the VA Coordinator, Feleta Morton 336-506-4398 or feleta.morton@alamancecc.edu.

3. FINANCIAL AID (NOT REQUIRED, BUT RECOMMENDED)

- A. Apply each year at www.fafsa.ed.gov .
- B. You can get help at the financial aid office. Sign up online at www.alamancecc.edu/financial-aid-site/fafsa-guidance/ or call 336-506-4340 to set up an appointment.
- C. If your financial circumstances have changed since the previous year, and you believe you are making less money, please sign up online for a one-on-one appointment at www.alamancecc.edu/financial-aid-site/make-an-appointment/ .
- D. Complete all paperwork requested by the Financial Aid Office. You will not be awarded unless the required documentation is complete.

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4. WHAT NOW?

- Determine if placement testing is needed. <https://www.alamancecc.edu/admissions-site/placement-testing>. If required, schedule Placement Testing (*Test Prep Options included in folder*). www.alamancecc.edu/admissions-site/placement-testing
- Meet with an Admissions Counselor for advising and registration information during your first semester. (*List of Admission Counselors included in folder*). After your first semester, your Academic Advisor will assist you with advising and registration. You can find your advisor's name, contact phone number, and email by signing on to Self Service. Instructions on how to use Self Service included and on ACC website.
- If you are Chapter 33 (Post 9/11), **you must have at least one seated class and be registered for at least 12 credit hours to be qualified for the full amount under your eligibility. To begin to qualify for the Monthly Housing Allowance, you must take at least 7 hours to receive a prorated amount.** You can take all online classes, but your Monthly Housing Allowance will be based on one-half of the National Average, which is much lower.
- If you are using Chapter 31 (Vocational Rehabilitation) benefits, you must verify with the VA Coordinator that your documentation (VA form 28-1905) has been received from your Voc. Rehab counselor.
- Any other Chapter (30, 35, 1606, 1607), will need to pay for the tuition up front, if not receiving financial aid. ACC does offer a payment plan. You may set up a plan via your WebAdvisor or contact the Business Office (336-506-4141) for more information.
- If you are using Chapter 30 benefits, you will have to verify your attendance. You have two options: (1) Contact the VA at 1-877-823-2378 or (2) Use link, <https://www.gibill.va.gov/wave/index.do>. You will need to set up a login and password, then proceed to verify your attendance at the end of each month.
- Obtain your Parking decal and Student Picture ID by visiting the Powell Building reception area, room H103. You must have your course schedule.
- It is recommended that you sign up for ACC Alerts. This will make you aware if ACC is closed for inclement weather or any other urgent announcement. You will need your school email address. To sign up go to: <https://www.alamancecc.edu/safety-and-security-site/acc-alerts/> .

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- **BOOKS:** If Chapter 33, the book stipend will be deposited directly into your account. These funds are not paid to the school. These funds are often delayed and if you qualify for financial aid, you can use financial aid to purchase books at the bookstore. Chapter 31 traditionally covers text books and occasionally supplies. The Vocational Rehabilitation Coordinator determines what will be covered. If you wish to charge your books in the ACC bookstore to financial aid, you will need your registration and your picture ID (i.e. driver's license, etc.).

- **SCHEDULE CHANGES:** **If changing your name, address, degree program(s) or major(s), adding, dropping, or withdrawing from a course, you must notify Feleta Morton, VA Coordinator. Preferably students should immediately send an email (feleta.morton@allamancecc.edu), so the VA can be notified of your change(s). If dropping a class during the semester, you must contact the VA Coordinator, Feleta Morton, to discuss financial implications based on VA requirements & possible Financial Aid repercussions in regard to government policies.**

Student Initial _____

THE DEPARTMENT OF VETERAN AFFAIRS HAS REQUESTED THAT STUDENTS CONTACT THEM DIRECTLY REGARDING HOUSING ALLOWANCE AND BOOK STIPEND PAYMENTS. THE TOLL FREE NUMBERS ARE AS FOLLOWS: 1-888-442-4551.

THE ONLY WAY TO MONITOR YOUR BENEFIT PAYMENTS IS TO REGISTER AND USE EBENEFITS <https://www.ebenefits.va.gov/ebenefits/homepage>.